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**DEPARTMENT OF THE AIR FORCE**  
**WASHINGTON, DC**



**OFFICE OF THE ASSISTANT SECRETARY**

CONTRACTING POLICY MEMO 01-C-03

**MEMORANDUM FOR ALMAJCOM-FOA-DRU (CONTRACTING)**

**14 JUN 2001**


**FROM: SAF/AQC**  
1060 Air Force Pentagon  
Washington, DC 20330-1060

**SUBJECT: Interim Revision of Air Force Federal Acquisition Regulation Supplement (AFFARS) Appendix CC, Contingency Operational Contracting Support Program (COCSP)**

SAF/AQC and the MAJCOM/DRU/FOA contingency contracting Functional Area Managers (FAMS) reviewed Appendix CC in an attempt to update the contingency contracting support process. They consolidated, streamlined, and simplified Appendix CC. Highlights of the changes are: definition revisions/additions, numerous changes to responsibilities under Section CC-103, streamlining of the process for selecting and appointing contingency contracting officers, and major revisions to planning, training, and contracting support for contingency operations.

AFFARS is being amended on an interim basis in order to quickly implement the changes to Appendix CC. The attached interim AFFARS is effective immediately and will be included in the next Air Force Acquisition Circular.

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Associate Deputy Assistant  
Secretary (Contracting)  
Assistant Secretary (Acquisition)

**Attachment:**  
AFFARS Appendix CC, 4 Jun 01

2001-14-A

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**APPENDIX CC—CONTINGENCY OPERATIONAL CONTRACTING SUPPORT PROGRAM (COCSP)**

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**APPENDIX CC—CONTINGENCY OPERATIONAL CONTRACTING SUPPORT PROGRAM  
(COCSP)****PART 1—GENERAL****CC-101 Scope.**

This appendix establishes policies, assigns responsibilities, and prescribes implementing procedures for the Air Force Contingency Operational Contracting Support Program (COCSP) as described in 5301.601-93. This program is established to ensure responsive contracting support for military and non-military contingencies.

**CC-102 Definitions.**

*"Advance Echelon (ADVON)"* means an initial deployment element of personnel and equipment within a specific unit type code (UTC). The ADVON portion of a UTC normally consists of the equipment and personnel required to establish an austere operational capability for a period of up to seven days.

*"Air Expeditionary Forces (AEFs)"* are the pre-determined set of forces (aircraft, equipment, and personnel) from which tailored force packages will be deployed in support of theater commanders. Each AEF will operate a cross section of Air Force weapon systems (150 plus aircraft) and will include 10,000-15,000 personnel.

*"Area Of Responsibility (AOR)"* means a defined area of land and/or sea in which responsibility is specifically assigned to the commander of the area for the development and maintenance of installations, control of movement, and the conduct of tactical operations involving troops under the commander's control along with parallel authority to exercise these functions.

*"Concept of Operations (CONOPS)"* is a verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The concept is designed to give an overall picture of the operation and provide clarity of purpose.

*"Contingency"* means an emergency, involving military forces, caused by natural disasters, terrorists, subversives, or required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

*"Contingency Contracting Officer (CCO)"* is a person with delegated contracting authority to enter into, administer, and terminate contracts on behalf of the government in support of a local contingency, steady-state deployment, or other contingency operations. The CCO also acts as the primary business advisor to the deployed or on-scene commander.

*"Contingency Operations Mobility Planning and Execution System (COMPES)"* means a system that enables the Air Force to plan for war and contingencies and, at execution, to match and track requirements, people, and materiel in a time-sensitive manner. It standardizes and automates the procedures used by the Air Force at MAJCOM and base level to select, deploy, and monitor contingency forces.

*"Designed Operational Capability (DOC)"* is the mission for which a measured unit has been equipped, organized, or designed.

*"Designed Operational Capability (DOC) Statement"* is a document prepared by the parent MAJCOM for each measured unit which outlines the DOC of the unit and contains unit identification, mission tasking narrative, mission specifics, and resources to be measured.

*"Expeditionary Aerospace Force (EAF)"* is a force that is tailored to mission success with the right combination of capabilities and people to match the challenge. It is rapidly deployable to any part of the world. It is light and lean with the smallest possible footprint forward. It is globally connected to reach-back for worldwide information and support, and it can command and control the assigned forces in near real time. A schooled and seasoned air commander who can decisively apply the gamut of air and space capabilities across the spectrum of crises leads it.

*"Operation Plan (OPLAN)"* means a plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions and is the form of a directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders. The designation "plan" is usually used instead of "order" in

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preparing for operations well in advance. An operation plan may be put into effect at a prescribed time, or on signal, and then becomes the operation order.

*"Simplified Acquisition Procedures (SAP)"* means authorized streamlined purchasing methods in FAR Part 13 used to expedite purchasing support to the warfighter. SAPs are authorized for construction up to the SAT and commercial commodities and services up to \$5 million.

*"Simplified Acquisition Threshold (SAT)"* means \$100,000, except that in the case of any contract to be awarded and performed, or purchase to be made, outside the United States in support of a contingency operation (as defined in 10 U.S.C.101(a)(13)) or a humanitarian or peacekeeping operation (as defined in 10 U.S.C.2302(8) and 41 U.S.C.259(d)), the term means \$200,000.

*"Status of Resources and Training System (SORTS)"* is a Joint Chief of Staff (JCS) controlled automated data system primarily created to provide the National Command Authority (NCA) and JCS with authoritative identification, location, and resource information. It is used throughout the chain of command to measure the daily resource status of operating forces.

*"Time-Phased Force Deployment Database (TPFDD)"* is a database that identifies types and/or actual units required supporting operational plans and indicating origin and ports of debarkation or ocean area.

*"Unit Type Code (UTC)"* means a five-character, alphanumeric code used in automated planning systems that uniquely identifies a specific unit capability. The UTC is linked with specific personnel and/or logistical detail for the purpose of deployment manning, transportation planning, personnel accounting, and replacement planning. The Mission Capability Statement (MISCAP) linked with each UTC specifies the capabilities the UTC represents as well as the limitations of usage of the UTC.

**CC-103 Responsibilities.**

Effectively supporting Air Force contingency operations requires thorough planning and support by organizations at all levels of authority. The following list delineates the key responsibilities and duties at each level to ensure well planned and executed contracting support. This list is not all-inclusive; each level is expected to identify and implement additional responsibilities as they are identified.

**(a) Chief, Resource and Analysis Division (SAF/AQCX) shall:**

- (1) Provide overall policy, procedures, and direction for developing, reviewing, and managing contracting under the COCSP;
- (2) Designate a Functional Area Manager as the focal point to coordinate all contracting contingency planning and develop appropriate policy within the Air Force;
- (3) Coordinate on OPLANs originating at the Air Staff;
- (4) Process deviations, waivers, and special authorizations requested in support of contingency operations; and
- (5) Ensure the focal point attends the Contingency Wartime Planning Course (CWPC) as soon as possible after assuming duties.

**(b) Each MAJCOM Director of Contracting shall:**

- (1) Designate a command focal point to coordinate all contingency planning within the MAJCOM and to facilitate implementation of contracting support of exercises and actual contingency operations;
- (2) Ensure the focal point attends the Contingency Wartime Planning Course (CWPC) as soon as possible after assuming duties;
- (3) Establish supplemental policies and procedures for developing, reviewing, and managing the MAJCOM COCSP;
- (4) Develop contracting support elements and Unit Type Code (UTC) packages to meet the requirements of current policy directives and implementation instructions and ensure that subordinate organizations meet force mobility requirements stated in the Air Force 10 series directives/instructions;
- (5) Establish, as required, agreements detailing contracting support relationships between MAJCOMs during contingency deployments;

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- (6) Ensure all individuals assigned responsibilities as contingency contracting officers (CCOs) are properly trained; and
- (7) Review all MAJCOM OPLANs for:
  - (i) Host Nation Support Agreements. This includes:
    - (A) Participating in the identification of the need for Host Nation Agreements, the development of the terms of Host Nation Support Agreements, and the periodic review of Host Nation Agreements; and
    - (B) Ensuring copies of applicable Host Nation Support Agreements, Host Country Assistance-In-Kind Agreements, Acquisition Cross-Servicing Agreements, letters of agreement, and other contract-related materials are provided to and understood by affected operational contracting offices;
  - (ii) Appropriate contingency contracting taskings; and
  - (iii) Appropriate contracting input to all tasks as described under Part 3, Planning for Contingency Contracting Support;
- (8) Establish management plans, policies, and procedures for Non-appropriated Fund (NAF) contracting support during contingencies, in coordination with the Chief of Morale, Welfare, Recreation, and Services (MWRS);
- (9) Ensure an adequate number of personnel are identified to augment the deployed forward headquarters function and assist in initial beddown of deployed units in accordance with War Mobilization Planning (WMP), Volume 1, Annex E. These UTC packages will be in addition to the UTC packages identified to support specific unit deployments;
- (10) Support the forward air component commander in accordance with National Command Authority directives and/or pre-established agreements;
- (11) Perform an UTC availability analysis as required by AFI 10-401, Volume 1, Operation Plan and Concept Plan Development and Implementation. Inputs will be used to update the War and Mobilization Plan for force availability during the deliberate planning process;
- (12) Establish Designated Operational Capability (DOC) Statement and Status of Resources and Training (SORTs) procedures and policies for each unit tasked in support of an OPLAN; and
- (13) Establish procedures for preserving lessons learned, disseminating the information collected from field after action reports, and providing copies to SAF/AQCX.
- (c) Each Unified Command Air Force Component Director of Contracting shall:
  - (1) Establish management plans, policies, and procedures for contracting operations during contingencies within respective areas of responsibility;
  - (2) Ensure any additional manpower requirements to support contingency operations are identified and process requests to supporting commands through the AEF Center;
  - (3) Develop and maintain current site surveys and area unique source and requirements data for the area of responsibility (AOR);
  - (4) Ensure supporting commands are provided appropriate materials distributed through unified command channels;
  - (5) Establish requirements (CC-103 (b)(9)) for contingency contracting personnel to augment the deployed forward headquarters function;
  - (6) When appropriate, establish inter-service contracting agreements and notify MAJCOM planners if contracting support will be provided to another service or if contracts or contracting capabilities of another service will be required;
  - (7) Establish the manner in which contracts that exceed the simplified acquisition threshold are to be accomplished in support of a military contingency operation within the AOR. Those procedures must be distributed to each supporting command contracting division;
  - (8) Establish procedures, when necessary, for assigning and maintaining DOD Activity Address Codes (DODAACs) for deployed forces within the AOR; and

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(9) Ensure the focal point attends the Contingency Wartime Planning Course (CWPC) as soon as possible after assuming duties.

(d) The commander or chief of each operational contracting organization shall:

(1) Review all tasked OPLANs and relevant Host Tenant Support Agreements, Inter-Command Agreements, Joint Support Plans, and Host Nation Support Agreements to determine deployment support requirements;

(2) Develop and maintain a local COCSP in accordance with this appendix and MAJCOM direction;

(3) Coordinate the planning process with all commanders with contingency contracting requirements;

(4) Select and appoint CCOs meeting the requirements contained in FAR 1.603 and AFFARS 5301.601-92;

(5) Establish initial and recurring CCO training as required by Attachment CC-2 to this appendix and initial mobility training (small arms, chemical warfare, self-aid, etc.). Ensure training is monitored and provided to each CCO to maintain qualification for worldwide mobility status; and

(6) Ensure equipment and materials required for support of assigned UTCs are purchased and maintained for immediate deployment.

**Part 2—CONTRACTING AUTHORITY AND ORGANIZATION****CC-201 Contracting authority.**

Contracting authority to support contingency operations flows from the Secretary of the Air Force as the Agency Head, through the Assistant Secretary of the Air Force (Acquisition) to the commanders of the organizations identified in AFFARS 5301.601-91. These individuals are designated Heads of Contracting Activities (HCAs) for Other Contracting, with authority to designate individuals to exercise any delegable HCA authority as the HCA Designee (see AFFARS 5301.601-91). For JCS declared contingency operations or contingency exercises, the commander of the Air Force unified command component deployed in support of the operation or exercise is the HCA Designee for contracting actions in the AOR of the contingency (See AFFARS 5302.101 for authority of the designee.)

**CC-202 Establishment of need for contingency contracting officers (CCOs).**

The contingency contracting officer (CCO) is the key individual providing contracting support to contingency operations. Operational contracting activities shall review contingency taskings and designate a sufficient number of qualified individuals to perform those contingency contracting taskings. If the contracting office requires more manpower to support OPLANs than can be reasonably provided without degrading home station functions, then the chief of the contracting office shall notify the MAJCOM of the shortfall. MAJCOM functional areas will identify these manpower shortfalls through the Wartime Manpower Requirements/Force Sizing Exercises (MANREQ/FORSIZE) computation for their command and designate alternate resources to meet the tasking to include Air National Guard or Air Force Reserve Individual Mobilization Augmentees (IMAs) if necessary.

**CC-203 Selection of contingency contracting officers.**

(a) Individuals selected as contingency contracting officers must meet all the requirements for appointment as a contracting officer contained in FAR 1.603 and AFFARS 5301.603. As a minimum, warrants will specify contracting authority up to the "simplified acquisition threshold" on the face of the warrant.

(b) In addition, contingency-contracting officers must also meet the following additional requirements:

(1) CCOs shall be military personnel, whenever possible. Deploy only military CCOs to support overseas contingency OPLANs and actual contingencies involving hostilities. (NOTE: If a civilian is designated as a CCO, comply with instructions in AFI 36-507, Mobilization of the Civilian Workforce, for emergency-essential civilian employees.)

(2) The Air Force Specialty Code (AFSC) 64PX and 6C0X1 personnel (and 1102/5 personnel supporting local contingency and emergency support plans) designated shall be trained or experienced in operational contracting and contingency contracting procedures. The incumbents shall be trained in all aspects of contingency contracting as quickly as possible after assignment to the organization.

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(3) All contingency-contracting personnel designated shall be certified at the appropriate level in the Acquisition Professional Development Program (APDP). Completion of CON 234, *Contingency Contracting*, is highly encouraged.

**CC-204 Appointment of contingency contracting officers.**

Contracting officer warrants issued by the CCO's unit remain valid, unless there are specific limitations on the warrant that will hinder the CCO's ability to support contingency operations. If necessary, the HCA Designee may issue additional warrants or increase the limits of warrants as needed in the theater. Upon notification of any tasking, the unit must issue a warrant to an individual before deployment. Units can issue warrants for CCOs ahead of time if the CCO(s) have potential for no-notice deployment(s). As a minimum, warrants will specify contracting authority up to the "simplified acquisition threshold" on the face of the warrant. If any CCO is issued a warrant, the CCO must also be issued a Governmentwide Commercial Purchase Card.

**CC-205 Contracting organizational relationships.**

When support of contingency operations requires deployment of CCOs to another command or theater, either CONUS or overseas, CCOs shall be under the functional control of the receiving command. CCOs deployed with a unit will support that unit's contracting needs; however, the CCOs will be under the functional control of the receiving (unified) command. The HCA Designee will provide authority and direction to the deployed CCOs.

**Part 3—PLANNING FOR CONTINGENCY CONTRACTING SUPPORT****CC-301 Planning actions.**

Each operational contracting office monitors current plans and coordinates on all plans which task the contracting organization for support according to AFI 10-401, Volume 1. Special attention should be given to determine appropriate actions to continue performance of essential contractor services pursuant to DODI 3020.37, Continuation of Essential DOD Contractor Services During Crisis and Joint Pub 4, Logistics, Chapter V, Contractors in the Theater for any contract services being used to support military operations or local emergencies. Contracting support plans shall be established for (a) contingency support for military operations, and (b) contingency support for local emergencies.

(a) *Contingency support for military operations:* Contracting activities will make appropriate contracting inputs to OPLANs and dedicate a section of local support plans to contracting support for military operations.

(1) *Review of OPLANs.* The chief of the contracting office or contracting squadron commander is responsible for reviewing all OPLANs which task contracting support. When a MAJCOM contracting activity tasks a contracting office with specific deployment support responsibilities, that MAJCOM will ensure the office includes such tasking in its local plans. The chief of the contracting office or contracting squadron commander will consider the following:

(i) Contracting manpower required for the expected base configuration, population, geographic location, joint usage arrangements, and proximity of local purchase resources to support the unit;

(ii) Current MISCAP and AEF rotation schedule;

(iii) Allocation of contracting-related UTC packages within the OPLAN and coordination of timing for each package within the Time-Phased Force Deployment Database (TPFDD). Plans must call for early arrival of contracting personnel to provide contracting support for beddown of initial forces arriving at the deployment site;

(iv) Adequacy of contracting resources tasked from all sources to meet the total contingency contracting requirements for all units at the deployment base;

(v) Individual Mobilization Augmentee (IMA) availability to support OPLAN taskings or to backfill deployed active duty CCOs;

(vi) Equipment and personnel support requirements for the CCO portion of each OPLAN (Fax machine, laptop computers, printer, cellular telephone, other communication, transportation, and office equipment);

(vii) Procedures for each functional area to identify personnel at the deployment site who can validate/approve requirements, accept deliveries, and verify quality of goods purchased;



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- (viii) Coordination of contracting and finance functions to ensure paying agents are designated to support the contracting activity;
  - (ix) Uniform and civilian clothing requirements for each deployment location and initiation of uniform allowance documents for enlisted personnel, if applicable. Authorization for use of civilian clothing must be specified on TDY orders and in compliance with use according to appropriate personnel and finance regulations;
  - (x) Special personnel requirements for location-specific limitations to gender, rank, or other cultural factors which affect contracting within the deployment area;
  - (xi) Contracting interface with the supply system at the deployment site to avoid duplication of effort, unnecessary administrative steps, and unnecessary local purchase of supply system items;
  - (xii) Potential adverse impact on unit mission support due to FAR or statutory contracting restrictions and any deviations which may be necessary to meet unique unit mission requirements at the deployment site;
  - (xiii) Contracting interface with 24 hour emergency operations contact points and purchasing sources in the deployment area;
  - (xiv) Impact on contracting effectiveness during chemical, biological, or nuclear operations, if applicable;
  - (xv) Possible additional duty taskings at various stages of the deployment which may interfere with performing the contracting duties. Additional duties that may interfere with contracting duties include but are not limited to inspecting and receiving supplies/services, funds disbursing agent duties, billeting officer duties, and writing statements of work (SOWs)/performance work statements (PWS), etc.;
  - (xvi) Security and protection needed during the deployment and any requirement for CCOs to carry weapons;
  - (xvii) Plan taskings that might result in possible CCO conflicts of interest situations (e.g., funds disbursement or acceptance of goods);
  - (xviii) Reporting and documentation requirements for all stages of the deployment and adequate administrative and documentation support for the operation;
  - (xix) Taskings for contract closeout, termination, claim processing, and disposition of purchased USAF assets;
  - (xx) Procedures for preserving lessons learned and disseminating the information collected from after-action reports to parent MAJCOMs; and
  - (xxi) For MAJCOM or deployed HCA Designee, evaluate supplemental force package requirements required to support the deployed central contracting function and assist with the beddown of arriving units in the theater of operations. Place these packages in the TPFDD early enough to meet mission beddown requirements.
- (2) *Review local contracting support plans.* Base Contracting offices will develop a comprehensive local support plan to ensure contingency contracting support for taskings under OPLANS. These plans should be signed by one level above the contracting unit chief/commander and coordinated with all affected agencies. These plans will provide as a minimum:
- (i) Documentation for identifying appointed CCOs designated to meet contingency taskings;
  - (ii) Instructions for deployed CCOs to maintain records of all purchases. All required reporting shall be completed in the current monthly reporting cycle of the contracting activity that issued the PIINs or as otherwise directed. Instructions will provide for maintenance of these records whether in manual or automated format (such as laptop computers). If an automated system is used, the COCSP shall provide for automated or manual back-up, and procedures will be developed to instruct CCOs on how to enter data and use the computer software;
  - (iii) CCOs will participate in annual reviews of OPLANS under which the organization is tasked. Special care must be given to identifying plans tasking the operational contracting activity independently from the host unit. The unclassified portion of plans discussing contracting requirements may be extracted for review and use;
  - (iv) Any specific contracting instructions and planning factors peculiar to supported units or to deployment locations (such as a general list of contracting requirements the unit will generate, unusual requirements, use of support agreements, procedures for contacting embassy officials, etc.);

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- (v) Procedures for submission, approval, and control of purchase requests;
  - (vi) Direction to the CCO regarding the relationship between the gaining command and home station (see CC-205);
  - (vii) Availability and content of CCO deployment kits and materials which need to be added to kits before departure;
  - (viii) Specific directions for CCOs on obtaining funding for emergencies and deployments to include funding of home station-issued AF Governmentwide Commercial Purchase Cards. Funding issues must be resolved prior to deployment;
  - (ix) Develop and coordinate procedures with the local base accounting office for obtaining funding for emergency deployments, including procedures for prior identification of local currency and proper denominations (U.S. or foreign currencies). When a contracting support capability is established at a non-DOD installation or remote location, a commercial paying function is required pursuant to DFAS-DER 7010.1. AFI 10-213, Comptroller Operations Under Emergency Conditions, provides guidance on comptroller operations during emergency conditions. AFI 31-207, Arming and Use of Force by Air Force Personnel, and AFI 31-101, The Air Force Installation Security Program (FOUO) (AFI 31-101, FOUO is not available in the electronics publications website), provides guidance for carrying firearms. CCOs should not be designated as disbursing or paying agents. Exceptions must be approved by the HCA;
  - (x) Provisions for performing site surveys and participating in exercises at deployment locations as directed by MAJCOMs;
  - (xi) Ensure CCOs complete all training associated with worldwide mobility readiness status;
  - (xii) Assumptions on contracting statutes or policy that may be relaxed or waived in an emergency;
  - (xiii) Annual OPLAN reviews and kit inventories; and
  - (xiv) Direction for coordination and control of deployed non-contracting personnel using home station issued Governmentwide Commercial Purchase Cards. Coordinate cardholder activity to ensure economic purchases and avoid duplication of resources.
- (b) *Contingency support for local emergencies.* Another section of the local support plan will be dedicated to local emergencies and contingencies other than military contingency operations.
- (1) *Review of OPLANS.* In developing and maintaining this section of the local support plan, the chief of the contracting activity will ensure that local contingency plans requiring contracting support for the installation are reviewed and coordinated. These plans typically address local and deployed location conditions ranging from natural disasters and industrial accidents to local hostilities and acts of terrorism. The contracting activity will review these plans to:
- (i) Determine types of supplies and services that might be needed with short lead time, such as rental vehicles, snow removal, construction materials, and environmental clean-up services;
  - (ii) Become familiar with local conditions and factors that are unique to the area, such as geological conditions; industrial hazards, weather conditions and problems, civilian emergency services, etc.;
  - (iii) Become familiar with base relocation or alternate work site plans;
  - (iv) Establish alternate data automation capabilities;
  - (v) Determine appropriate actions to continue performance of essential contractor services pursuant to DODI 3020.37, Continuation of Essential DOD Contractor Services During Crisis and Joint Pub 4, Logistics, Chapter V, Contractors in the Theater;
  - (vi) Ensure that plans provide for adequate transportation, communications, and office space for contracting and other essential contingency support personnel; and
  - (vii) Ensure procedures for receipt and inspection of purchase, facilitate prompt payment and expeditious closeout of contract files.
- (2) *Review local contracting support plans.* Contracting offices will develop a comprehensive local support plan to ensure contingency contracting support for taskings under OPLANS. Plans will consider appropriate items under CC-301(a)(1) above and provide as a minimum:

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- (i) A capability for commanders to contact contracting personnel on short notice through the unit emergency action center or Command Post;
- (ii) Identification of CCOs (may be identified on unit recall rosters);
- (iii) Instructions on where to relocate the contracting office in the event the primary contracting facility is not usable, considering alternate locations on and off base;
- (iv) A current list of base emergency plans and the contracting portions of base plans;
- (v) Provisions for emergency communications with base officials, customers, and suppliers;
- (vi) Procedures for manual requisitioning of supplies, including required approval authorities, forms, and general processing requirements;
- (vii) Provisions for funding requests, including the use of AF Form 616, Fund Clte Authorization; or AF Form 4009, Government Purchase Card Fund Clte Authorization;
- (viii) Instructions for manual purchase registers and record keeping;
- (ix) Procedures for using alternate data automation facilities to restore automated purchasing support and records;
- (x) Instructions for use of unit deployment kit(s);
- (xi) Current telephone listings for key base offices, local suppliers, and other base contracting offices, and grid maps of the base and local areas; and
- (xii) Instructions for developing, maintaining, and using source lists for emergency supplies and services, identifying sources available for 24 hour response to emergency requirements. Lists should include the commodity/service contractor/vendor address, point of contact, and 24 hour telephone number.

**CC-302 Predeployment preparation.**

Planning functions will emphasize the importance of performing site surveys. Resources permitting, each activity will perform site surveys at all preplanned deployment sites for local area and overseas destinations. Designated CCOs shall participate in site surveys and exercises on a rotational basis. Site surveys will:

- (a) Update information concerning potential sources in the deployment area, including information from the U.S. Embassy, Consulate, Air Attaches, and/or other Government agencies operating in the same area. Include a master listing of contractors and identify those willing to provide emergency response after normal business hours. Also, survey vendor acceptance of the AF Governmentwide Commercial Purchase Card for completing transactions;
- (b) Identify sources for potential and pre-identified requirements. If a source is not available for any pre-identified requirement, the COCSP shall provide procedures to ensure the user is notified that contracting support may not be available for that requirement at that deployment site;
- (c) Survey local customs, laws, taxes, and shortages within the local economy, local bureaucratic impediments, language difficulties, currency exchange rate fluctuations, and security concerns. If local sales tax exemption procedures or numbers are available, obtain them through embassy personnel;
- (d) Examine local transportation and communication resources availability;
- (e) Determine the applicability of the Host Nation Mutual Support Agreements, Status of Forces Agreements, Acquisition Cross-Servicing Agreements, or other diplomatic agreements, if any, and evaluate the impact of these agreements upon contingency contracting within the deployment area;
- (f) Survey facilities, equipment, and other support needed for the deployed contracting office. Coordinate contracting facility requirements with the Civil Engineer and Logistics functional commanders as necessary;
- (g) Consider problems that should be anticipated in supporting contract requirements for an extended exercise or contingency operation. Particular attention should be given to those items or services that are available in limited quantities;

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(h) Determine what contract formats may be needed in the local area considering Host Nation Support Agreements, expected taskings, and local business customs; and

(i) Official passports are required for each CCO if they are postured to support no-notice deployments that might require immediate departure to countries that require a passport for entry. Each unit must determine if a CCO needs to obtain an official passport when initially designated as a CCO. If units have difficulty securing official passports, contact SAF/AQCX for assistance in validating mission and coordination with the Pentagon Passport Office. When CCOs are deployed they must have their passports in their possession at all times unless directed otherwise for security reasons.

**CC-303 Deployment/mobility kits.**

Operational contracting activities will develop local support plans and kits with contracting supplies, forms, instructions, and office equipment to respond to contingency situations. Refer to Attachment CC-1 for specific contents for contingency contracting kits.

(a) Each contracting activity must develop and maintain deployment kits for use during contingencies. Unit kits will be pre-assembled and positioned for rapid retrieval and transport. Kits will be inventoried annually on the same cycle as support plan review. Contents will be updated periodically to replace outdated material. Mission Capability (MISCAP) Statements for contracting UTCs are published in the War and Mobilization Plan, Volume 3, Part 3 and contain contracting cargo elements (LOGDET). Unit deployment kits may be tailored to the expected deployment location or expected emergency tasking, but they must not exceed the size and weight limitations established in the LOGDET for the appropriate UTC. A complete assembled cargo package (UTC XFFK4) is an integral part of UTC XFFK1. Hand carried contracting kits (UTC XFFKT) are part of all other UTCs where specific taskings do not require complete cargo package. If required, the UTC XFFK4 must be specifically tasked to accompany all UTCs other than UTC XFFK1.

(b) Depending on Operation Plan (OPLAN) taskings, at least one unit deployment kit, UTC XFFK4, will, contain appropriate items in Attachment CC-1, for each independent UTC XFFK1 that can be supported based on *authorized manning*. A pre-assembled unit deployment kit is not required for each individual OPLAN tasking a contracting unit may be responsible for. Handcarried kits, UTC XFFKT, can be pre-assembled for other UTC(s) the unit can support. The final number of specific kits for each unit will be coordinated by the MAJCOM.

**CC-304 Contracting involvement in advance echelons (ADVONs).**

Local contingency support plans will emphasize contracting participation on advance echelon (ADVON) teams. ADVONs should be manned with an experienced CCO to locate sources and become familiar with local conditions before arrival of unit personnel. Where no site survey information is available, timing is especially important. Plans should provide for adequate security arrangements and disbursing officer support during advanced deployments.

**Part 4—TRAINING IN CONTINGENCY CONTRACTING SUPPORT****CC-401 Air Force policy.**

Appropriate training shall be provided to all contracting officers designated to support contingency operations. Contingency Operational Contracting Support Plan (COCSP) training may be included as a part of the training required by AFI 64-102, Operational Contracting. COCSP training should be provided to key personnel of major customer activities having contingency contracting support requirements.

**CC-402 Individual CCO training.**

Training provided to CCOs shall include:

- (a) Initial Base-level CCO Training (see Attachment CC-2);
- (b) CCO continuation training, tailored to the unit's area of responsibility, to include regular exercise participation;
- (c) Ability to survive and operate in a nuclear, biological, and chemical environment;
- (d) 9MM training and certification;
- (e) Procedures to obtain funding for contingency contracting operations;

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- (f) Maintenance of individual mobility folders/mobility equipment/kit contents;
- (g) Self-aid buddy care;
- (h) CONS 234, Contingency Contracting Course (strongly recommended);
- (i) Anti-Terrorism and Force Protection Training;
- (j) Law of Armed Conflict;
- (k) AOR specific training to ensure continuity and uniformity as required (e.g. AFOSI, legal, SF, and embassy personnel);
- (l) NATO procurement training shall be provided in order to be warranted under NATO procedures as a contracting officer if deployed to a NATO billet (this training may be provided in theater after assignment); and
- (m) Governmentwide Commercial Purchase Cardholder training.

**CC-403 Training provided to non-contracting personnel.**

The contracting activity will train non-contracting personnel, designated to support contingency plans, on the proper use of ordering instruments, SF 44, Government Purchase Cards, and other decentralized procedures authorized for use. (NOTE: Recommend using the AFLMA's Contingency Contracting Customer guide during this training.)

**Part 5—CONTRACTING SUPPORT FOR CONTINGENCY OPERATIONS****CC-501 Expedited contracting procedures in contingency operations.**

(a) For most critical steps in the contracting process, the acquisition reform tools in FAR, DFARS, and AFFARS provide flexibility to permit expedited contracting actions to satisfy urgent and compelling requirements. However, such circumstances do not provide blanket waivers of regulatory requirements, nor do they eliminate the need to maintain required controls and documentation. Examples of existing authorities to expedite contracting actions include:

(1) Limiting sources in solicitations when unusual and compelling urgency precludes full and open competition (FAR 6.302-2) or competition to the maximum extent practicable (see FAR 13.104);

(2) Exceptions for issuing synopses of proposed contract actions when this would delay award and injure the Government (FAR 5.202);

(3) Awarding letter contracts and other forms of undefinitized contract actions (UCAs) to expedite start of work (see DFARS Subpart 217.74);

(4) Using oral solicitations ( FAR 13.106, and FAR 15.203(f));

(5) Awarding contracts for emergency requirements before resolving a protest ( FAR 33.104);

(6) Waiving bid guarantees (FAR 28.101-1); and

(7) For contracts awarded and performed, or purchases made outside the U.S. in support of military contingency, humanitarian, or peacekeeping operations declared by the Secretary of Defense, the simplified acquisition threshold is increased to \$200,000 allowing use of simplified acquisition procedures (see FAR 2.101). Additionally, simplified acquisition procedures are authorized for the purchase of commercial supplies and services exceeding the simplified acquisition threshold but less than \$5 million (FAR 13.500).

(b) When the nature of the contingency dictates, the appropriate level of authority may relieve CCOs of specific regulatory requirements contained in the FAR, DFARS, or AFFARS. These authorities are limited to those requirements contained in these regulations that are based on contracting policies established at that level. Department of Defense and Air Force contracting authorities maintain standby packages to initiate relief from regulatory requirements during contingencies. In a similar manner, MAJCOM contracting activities should identify in advance command-specific requirements that may be relaxed or waived during contingency operations. Operational contracting offices should also identify local requirements which would impede contingency contracting and coordinate procedures (within their authority) to relax those requirements.

(c) For Secretary of Defense declared contingency operations, it may also be possible to request relief from FAR, DFARS, and AFFARS requirements established as a result of a statutes, Executive Orders, or other Executive Agency regulations (e.g.,

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Department of Labor, Small Business Administration, etc.). Relief from these requirements could take considerable time to obtain, so their identification prior to declaration of a contingency operation is essential. SAF/AQC will be responsible for drafting legislative packages for relief in periods of National Emergency from statutes, Executive Orders, and Executive Agency regulations. MAJCOMs are encouraged to make recommendations for FAR, DFARS, and AFFARS requirements for which relief should be requested in support of contingency operations.

**CC-502 Contracting functions under deployed conditions.**

In providing contingency contracting support, CCOs will perform tasks required by established OPLANs, contingency support plans, and this appendix. Generally, contracting support of deployments takes place in four phases. A listing of expected activities for each phase is provided as follows.

**CC-502-1 Contingency contracting activities during initial deployment.****(a) The Deployed commander responsible for the unit will:**

- (1) Establish the unit's requirements/priority of needs, including:
  - (i) Food and water for those personnel not serving in field conditions and not receiving a basic allowance for subsistence (BAS);
  - (ii) Shelter (both living and working facilities);
  - (iii) Transportation, specifically identifying rental requirements;
  - (iv) Laundry services;
  - (v) Human waste and garbage disposal;
  - (vi) Ground fuels requiring local purchase action;
  - (vii) Heavy equipment;
  - (viii) Communications, to include priorities for use of limited telephone and radio facilities;
  - (ix) Utilities. (NOTE: Prior to deployment, verify electrical requirements for equipment such as copiers, FAX machines, etc. Some countries may have unique requirements that may not allow U.S. made machines to be connected to telephone lines.);
  - (x) Quality-of-Life Issues (i.e., recreational equipment); and
  - (xi) Computer/ADP support (to include equipment maintenance).
- (2) Review and establish purchase request control procedures with the CCO, to include fund accountability, purchase request validation and approval; inspection, acceptance, quality assurance procedures; and disposition of purchased assets;
- (3) Should ensure the CCO is not assigned additional duties that may impede contracting responsibilities or create a conflict of interest;
- (4) Advise all personnel that only the CCO is authorized to obligate the U.S. Government for local purchases and direct that no one place undue pressure or command influence on CCOs to purchase any goods and services which violate laws and regulations;
- (5) Provide suitable office space and transportation for the contracting function to include at a minimum a desk, secure filing cabinet, dedicated vehicles to meet mission requirements;
- (6) Identify individuals (by name or position) who are authorized to approve purchase requests and the name of the individual (or office) providing the funding source;
- (7) Provide an interpreter, if necessary;
- (8) Provide telephones for the CCO office and a mobile (cell phone) unit, if possible;

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(9) Ensure the Accounting and Finance function provides sufficient disbursing agents with sufficient funding to allow timely contract support for the CCO and ordering officers; and

(10) Ensure all functional activities provide a receiving and quality assurance capability to document receipt and acceptance of goods and services and maintain accountability of purchased assets.

(b) *CCOs responsible for supporting the deployed unit will:*

(1) Establish minimum suitable office space;

(2) Obtain low security profile transportation for CCO's dedicated use;

(3) Establish suitable communications for the office and mobile unit, to include at least one Class A telephone with long distance Defense Switched Network (DSN) and off base access;

(4) Contact the HCA Designee, existing military installations within the deployment area, or, in the absence of these, the U.S. Embassy or Consulate in the host nation for guidance on contracting information or Host Country Support Agreements;

(5) Obtain maps of adjacent towns or settlements and conduct personal visits to learn availability of necessary items of supplies or services. Mark maps and prepare source lists. Secure telephone books of the local area, if available. (NOTE: Maps and source lists should be updated as new information becomes available. Source lists should be annotated to reflect which contractors will provide 24 hour emergency response.);

(6) Work with the deployed commander to establish good working relations with local officials;

(7) Obtain an interpreter, if necessary, at the earliest opportunity;

(8) Keep the deployed commander informed of contracting matters;

(9) Establish a system for customers to submit purchase requests for local acquisitions:

(i) Update customer training to orient them to the purchasing system as soon as practicable; and

(ii) Adapt the system to suit local conditions;

(10) Appoint decentralized ordering officers within functional areas, as necessary, with CCO supervised purchasing authority up to the maximum order limit of the indefinite delivery/requirements contract or blanket purchase agreement. Ordering officers will be trained in the use of simplified acquisition procedures and funds accountability;

(11) Identify functional personnel who deployed with a Governmentwide Commercial Purchase Card and home station funding. Coordinate and control purchase card activity according to purchase request approval procedures to achieve economical purchases and avoid duplication of purchased resources. Advise deployed card holders on local market conditions, limitations and statement reconciliation procedures; and

(12) Advise customers to use the most current AFLMA's Contingency Contracting Customer Guide as a reference source for customers in understanding contracting processes in a contingency situation.

(c) *Files and Documentation.*

(1) The CCO shall maintain files/registers for contracts, BPAs, and purchase orders to record all contracting actions. The records will include: Purchase Request Number, PIIN, date of purchase or award, name of vendor or contractor, dollar amount (U.S. dollars); and a brief description of supplies or services. Dispose of documents according to AFI 37-138, Records Disposition - Procedures and Responsibilities, and AFMAN 37-139 Records Disposition Schedule.

(i) The following are required when deployment of a CCO crosses fiscal years:

(A) For deployments in support of exercises, the operational contracting activity (OCA) will assign a block of PIINs to the deployed CCO for both fiscal years involved. Following the close of business on 30 Sep of each year, the CCO shall forward the information on all purchases made during the fiscal year to the unit's home contracting activity for incorporation into the end of fiscal year report.

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(B) For deployments longer than 30 days in support of declared contingencies, the HCA Designee will assign block of PIINs to deployed CCOs within the AOR for both fiscal years involved. After the close of business on 30 Sep of each year, the CCO shall forward the required information to the HCA Designee.

(2) The CCO will maintain a Deployed Contingency Contracting Officer's Continuity book to provide continuity for any follow-on CCO. Upon termination of a deployment, the last CCO will forward the continuity book to the theater MAJCOM LGC supporting the AOR. The book will include as a minimum:

- (i) A current vendor and contractor source listing to include vendor names, addresses, telephone numbers, points of contact, and type of supplies and services provided;
- (ii) A current list of vendors and contractors willing to provide 24 hour per day emergency support;
- (iii) Copies of all headquarters policy letters or messages of guidance received to date;
- (iv) Minutes of all meetings attended by CCO personnel to include open action items impacting the contracting function;
- (v) A listing of all ratification actions to date;
- (vi) Copies of all customer education handouts developed to date;
- (vii) Key points of contact at the deployed site to include name, grade, duty title, unit, telephone number, and after hours point of contact, if available;
- (viii) Lessons learned during the deployment to date;
- (ix) Copies of weekly reports of actions and dollars spent to date; and
- (x) Any other pertinent information.

**d) Host Nation Support Agreements.**

(1) For contingency and exercise operations in a foreign country, a Host Nation Support Agreement (i.e., National Atlantic Treaty Organization (NATO) Mutual Support Agreement), a Status of Forces Agreement, Assistance in Kind Agreements, or Acquisition Cross-Servicing Agreements may exist. These agreements normally are negotiated through the U.S. State Department to provide host nation support for deployed U.S. forces during a contingency operation. Support items under these agreements may include:

- (i) Billeting;
- (ii) Food, water, and ice;
- (iii) Ground fuel;
- (iv) Transportation; and
- (v) Utilities (i.e., electricity or communications).

(2) Deployed CCOs do not have the authority to enter into contracts or agreements with foreign governments. However, if an agreement is already in existence, the CCO may obtain authority to write priced delivery orders against them.

**CC-502-2 Contingency contracting activities during build-up.**

During the build-up phase of a contingency contracting deployment, CCOs will generally be heavily involved in supporting the beddown of arriving forces. In this phase, additional contracting personnel may arrive with the assigned unit to augment initial contracting teams. Contracting members from home bases should replace those members located at the site to support initial beddown activities. Establish as early as possible a responsive purchasing system. A responsive purchasing system must include:

(a) *Requirements requisitioning controls.* Implement a procedure that is acceptable to the assigned commander. This procedure needs to address:



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(2) Approval authority; and

(3) Finance and Supply coordination.

(b) *Funding and Disbursing.* Implement procedures with the Finance staff to ensure funds are available to pay for purchases. Where AF Form 616, Fund Cite Authorization, is used for short-term contingencies, instructions must be followed to properly record transactions. Instructions should identify any restrictions on equipment or services that are not properly chargeable to the appropriations cited on the AF Form 616.

(1) CCOs should not be assigned as paying agents of the Accounting and Finance Office (AFO). This improves internal controls over the distribution of funds to the contractor, avoids a potential conflict of interest for the CCO and makes the CCO less susceptible to personal risk.

(2) Armed escort arrangements must be made where significant amounts of cash (\$25,000 or more) are carried outside the military installation.

(c) *Purchasing methods.* SF 44, (Purchase Order—Invoice Voucher), cash, governmentwide commercial purchase cards, and simplified acquisition procedures are the primary tools for purchasing over-the-counter supplies and services during the initial days of the build-up. BPAs should be issued to several suppliers offering items of the same type as soon as possible to expedite ordering.

(1) Individuals in functional areas should be appointed, trained, and authorized to place calls against prepriced BPAs.

(2) Where cash is used, the SF 44 shall be completed as a receipt to document the transaction and shall be clearly marked to show that payment was made in cash to preclude duplicate payment to the supplier.

(3) Governmentwide Commercial Purchase Card procedures may be implemented to permit decentralized purchasing of small dollar items during extended contingencies.

(d) *Non-appropriated fund (NAF) contracting.* Implement procedures acceptable to the assigned Commander and Chief of Morale, Welfare, Recreation, and Services (MWRS) that address:

(1) Formats for NAF contracting, such as AF Form 9 and AF Form 2209, Non-appropriated Fund Order for Supplies or Services (AF Form 2209, Non-app Fund, etc form is not available in the electronics forms publication);

(2) Approval/Signature authority for NAF Contracting;

(3) Use of cash to make local purchases of supplies and resale merchandise; and

(4) Use of BPAs and concession contracts.

**CC-502-3 Contingency contracting during sustainment.**

(a) Sustainment contracting provides contracting support from the completion of the build-up phase and through the duration of the contingency. The purchasing activity may expand into items for additional MWRS supplies, equipment and services, additional office supplies, tools, and equipment. Contingency contracting operations will focus on the business advisor role, file documentation, cost reduction, and other efficiencies.

(b) Requirements will be consolidated whenever possible to achieve the economies of quantity buying.

(c) As requirements become better defined, longer term contract arrangements may be established, such as indefinite quantity and requirements contracts. Emphasis should be on using performance based statements of work to avoid unnecessary costs and contracting with reliable sources at reasonable prices.

(d) Agreements may be established with other Services to share contract arrangements such as transportation, laundry, etc.

(e) Procedures will be established to acquire local purchase items that are not available in the AOR. Alternatives to consider are:

(1) Stateside support from the unit home base;

(2) Contracting offices in the vicinity of the deployment, but outside the AOR;

(3) A stateside location to receive, process, and forward items to the deployment site;

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- (4) Army Air Force Exchange Service (AAFES) or Navy Exchange Service (NES), if available at the deployment site; and
- (5) Document all contracting actions in sufficient detail to provide an audit trail of the acquisition. Include the Purchase Request (PR), award document, justification of fair and reasonable price (if required), receiving reports, invoices, and final payment vouchers.

**CC-502-4 Contingency contracting activity during termination/redeployment.**

- (a) On being notified of contingency termination or redeployment, the CCO will:

- (1) *Closeout contracts:*

- (i) Coordinate with contractors and user activities the timing and procedures for return of all rental items;
- (ii) Determine which contracts require formal Termination for Convenience actions and initiate settlement negotiations with those contractors. During termination of base services, CCOs will immediately negotiate a reduction of services and terminate base support agreements to coincide with the unit redeployment schedule. As unit assets are redeployed, interim replacement support may be required from the host base or contractor sources, if available. (NOTE: Contracts awarded throughout the deployment should be tailored to minimize formal termination requirements wherever possible.);
- (iii) Ensure that receiving reports and invoices for all purchases pending payment are processed;
- (iv) Coordinate with the disbursing agent to ensure that final payments are processed;
- (v) Settle all contractor claims prior to the final CCO redeployment; and
- (vi) Coordinate the disposition of all purchased assets to include site restoration if necessary.

(2) *Contract action reporting and disposition:* Report all contract actions and dollar amounts to the contracting activity that issued the PIINs used during the deployment; total actions and dollars will be reported by office chiefs to theater MAJCOM/LGC prior to departure.

(3) *After-action report.* Within 30 days after redeployment, each CCO shall submit an electronic after-action report to their parent MAJCOM Superintendent who will in turn forward the report to the theater MAJCOM/LGC supporting the AOR. MAJCOM Superintendents will also forward reports to SAF/AQCX(CC-502-5). After-action reports shall specifically address:

- (i) A formal update of site survey information concerning potential sources of supply to include items obtained through the U.S. Embassy, host nation support, or servicing U.S. military installations;
- (ii) Problems encountered with the contracting process to include local customs, shortages of supply within the local economy, local political or diplomatic impediments, language difficulties, funding, currency exchange rate fluctuations, and security issues or concerns;
- (iii) Local transportation, billeting, and communication resource availability;
- (iv) Evaluation of any Host Nation Support Agreement or comparable understanding, Status of Forces Agreements, if applicable, and the impact of these agreements upon contingency contracting within the area (applies to overseas contingency);
- (v) Adequacy of facilities, equipment, and other support provided by the deployed commander and the OPLAN under which the deployment was conducted. Specific modifications required for future deployment plans to this or other locations;
- (vi) Any specific problems which could be anticipated to support an extended exercise or contingency operation at this location; and

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(vii) Special personnel requirements (rank, gender, skill level, etc.), contingency kit requirements, or individual clothing and equipment requirements to meet mission demands in this area.

APPENDIX CC—CONTINGENCY OPERATIONAL CONTRACTING SUPPORT PROGRAM (COCSP)**ATTACHMENT CC-1 DEPLOYMENT KITS**

Each operational contracting organization shall maintain sufficient supplies and equipment to provide quick reaction contracting support for deployment taskings and/or local contingencies. In addition to personal gear and unit-issued mobility bags, the subparagraphs below identify two primary Contingency Contracting Kits and equipment packages corresponding to Unit Type Codes XFFK4 and XFFKT which may be sourced for deployment. Operational contracting organizations will maintain the required number of kits as specified in unit designed operational capability (DOC) statements. Refer to individual unit DOC for specific quantities of items/equipment required to be maintained to support assigned UTCs. Unless otherwise indicated, consumable items such as supplies and forms should be in sufficient quantity to operate for a 30-day period.

(a) **XFFK4:** This UTC may be tasked with each independently tasked UTC and is designed for large scale pop-up or sustained contingency operations at non-steady state locations or other locations where a robust mobile contracting office is needed with immediate access to operating equipment and supplies. The following items represent *minimum* kit contents to stand up a contingency contracting operation.

**Home Station Items to Include in Kit or Add to Kit Prior to Deployment/Emergency Response**

- Contracting Officer Warrant (may be reduced to wallet-size)
- Governmentwide Commercial Purchase Card,
- Third Party Bank Drafts (optional)
- List of unit-assigned procurement Instrument Identification Numbers (PIINs)
- Valid stateside driver license (a USAF military license is required when operating any vehicle exceeding a 14,000 Gross Vehicle Weight Rating (GVWR))
- International Driver License (obtain if needed for deployed location)
- Official passport

**Equipment and/or Operational Capability**

- Area-specific power transformers, spare batteries, miscellaneous electrical needs, extension cords, etc., (recommend purchase of dual-voltage equipment)
- Laptop computer meeting requirements stipulated in unit DOC statements.
- Printer or printing capability (may be purchased at deployment location)
- Copier or copying capability (may be purchased at deployment location)
- Fax machine or fax capability (may be purchased at deployment location)
- Internet access capability (may be purchased at deployment location if available)

**Publications, Forms, and Formats** (may be automated using CD-ROM or other paperless media)

- Publications
  - FAR/DFARS/AFFARS
  - AFM 10-100, Airman's Manual
  - AF Handbook 32-4014, Volume 4, USAF ATSO Procedures in a Nuclear, Biological, and Chemical Environment
  - AFI 64-117, United States Air Force Governmentwide Purchase Card Program
  - Defense Acquisition Deskbook, CD-ROM
  - AF Publications Library, CD-ROM

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- Local Contingency Contracting Support Plan
  - AFI 10-213, Comptroller Operations Under Emergency Conditions
  - AFJI 23-206, Cash Sales of Ground Petroleum Products in Oversea Areas
  - AFI 64-302, Nonappropriated Fund Contracting
  - AFI 34-201, Use of Nonappropriated Funds (NAFs)
- Forms
  - SF 26, Award Contract
  - SF 30, Amendment of Solicitation/Modification of Contract
  - SF 44 (Purchase Order/Invoice/Voucher)
  - SF 1409, Abstract of Offers/AF 3062 Abstract of Proposals or Quotations (May use automated spreadsheets in lieu of forms)
  - SF 1419, Abstract of Offers, Construction (May use automated spreadsheet)
  - SF 1442, Solicitation, Offer, and Award (Construction, Alteration, or Repair)
  - SF 1449, Solicitation/Contract/Order for Commercial Items
  - AF 9, Request for Purchase (or other field purchase request forms)
  - AF 15, United States Air Force Invoice
  - AF 2209/2210, Nonappropriated Fund Order for Supplies or Services/General Provisions (for use with Nonappropriated Fund Orders and Contracts) (AF Form 2209, Non-app Fund, etc form is not available in the electronics forms publication)
  - AF 4009, Government Purchase Card Fund Cite Authorization
- Formats
  - Contract Action tracking system (pending SPS deployment capability, use any automated format or manual purchase registers)
  - Simplified Acquisition (Construction under the SAT; Commercial Services and Commodities less than \$5M) with generic or sample statements of work
  - Construction contract formats, exceeding the SAT
  - Blanket Purchase Agreement (with associated appointment letters/call registers)
  - NAF contract
  - Letter Contract
  - Preprinted Commercial formats with clauses for Indefinite Delivery type contracts

Miscellaneous Items/Supplies

- Flashlights w/spare batteries
- Julian calendar
- General supply -type catalog to aid in communicating purchase descriptions
- Administrative office supplies, pens, paper, etc.
- Handheld calculators
- Secure container (cash box/bag suitable for temporary storage of purchase cards)

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(b) **XFFKT:** This UTC may also be tasked with any independently tasked UTC and is designed for quick reaction popup contingencies and local emergencies where a sustained presence is not anticipated. This handcarried package provides contingency contracting officers with ready-to-use tools to effect immediate acquisition support for the contingency and the ability to track those actions. All items must be maintained in a high state of preassembled readiness. Equipment capability and quantity are specified in individual unit DOC statement. Unless otherwise indicated, quantities for consumable supplies and forms should be sufficient to support a field operation for 30 days.

- **Home Station Items Readily Available**

- Contracting Officer Warrant (may be reduced to wallet-size)
- Government wide Purchase Card
- Third party bank drafts (optional)
- List of unit-assigned procurement Instrument Identification Numbers (PIINs)
- Valid state-side driver license (A USAF military license is required when operating any vehicle exceeding 14,000 GVWR (gross vehicle weight rating))
- International driver license (if required for deployed location)
- Passports (official )

- **Equipment**

- Laptop Computer meeting requirements in unit DOC statement. Miscellaneous power needs for laptop (spare batteries, charger, transformers, etc) recommend dual voltage equipment

- **Publications, Forms, and Formats** (should be automated to the maximum extent possible)

- Publications

- Defense Acquisition Deskbook, CD ROM
- Local Contingency Support Plan

- Forms

- SF 44, Purchase Order/Invoice/Voucher
- AF 9, Request For Purchase
- AF 15, United States Air Force Invoice
- AF 4009, Government Purchase Card Fund Cite Authorization
- SF 30, Amendment of Solicitation/Modification of Contract
- SF 1449, Solicitation/Contract/Order for Commercial Items
- SF 1442, Solicitation, Offer, and Award (Construction, Alteration, or Repair)

- Formats

- Contract Action Tracking System (pending SPS deployment capability, use any automated format or manual purchase registers)
- Commercial SAP formats (Construction under the SAT, Commercial Services and Commodities less than \$5M) with generic/sample statements of work
- Construction formats over the SAT

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- Miscellaneous Items/Supplies

- Flashlights w/spare batteries
- Handheld calculator/administrative office supplies, pens, paper, etc.

APPENDIX CC—CONTINGENCY OPERATIONAL CONTRACTING SUPPORT PROGRAM (COCSP)***ATTACHMENT CC-2 CONTINGENCY CONTRACTING OFFICER INITIAL AND  
RECURRING TRAINING***

**Initial and Recurring Training:** Initial training for all personnel designated as contingency contracting officers will consist of a complete review of AFFARS Appendix CC, the local contingency operational contracting support plan, and the items listed in the outline below. For AF enlisted members, this training will satisfy the knowledge requirement for the contingency core tasks in the specialty training standard. Continuation training should at a minimum consist of an annual review of AFFARS Appendix CC, kit inventories, plan reviews, and annual qualification training in general military skills such as ATSO, small arms qualification, etc. In addition, CCOs should be rotated for participation in local exercises, contingency competitions such as Top Dollar, and real world deployments at steady state and non-steady state locations. Unit deployment managers should actively participate in local exercise planning to ensure contracting scenarios are part of base exercises and evaluated for effectiveness. Initial CCO training shall be documented in enlisted training records and individual mobility folders for officer personnel. The unit deployment manager should track recurring training.

**Initial Training Outline****I. GENERAL:****(a) Contingency Contracting Officer's Mission**

- (1) Local Contingency Contracting Support Plan
- (2) Base Support Plan
- (3) Other OPLANs

**(b) Program Requirements (AFFARS Appendix CC)**

- (1) Basic Issues
- (2) Wartime Issues
- (3) Peacetime Issues

**(c) Organizational Responsibilities**

- (1) SAF/AQCX
- (2) MAJCOM
- (3) Unified Commands
- (4) Commanders
- (5) Operational Contracting Offices
- (6) Deployed CCO's Authorities And Responsibilities

**(d) Contingency Acquisition Deviations**

- (1) FAR, DFARS, AFFARS
- (2) Special Authorizations

**II. TRAINING TO SUPPORT POTENTIAL CONFLICT DEPLOYMENTS****(a) Predeployment Preparation**

- (1) Planning Responsibilities
  - (i) MAJCOM



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- (ii) Operational Contracting Office
  - (A) Monitor And Review Current Contingency Contracting Support Plan
  - (B) Coordination And Inputs On OPLANS
  - (C) Individual Readiness Responsibilities
- (b) Deployment Kit Contents
  - (1) XFFK4
  - (2) XFFKT
- (c) Site Surveys And Documentation
  - (1) Host Nation Support Agreements
  - (2) Currency/exchange rates
  - (3) Local market information
  - (4) Acquisition Cross-Servicing Agreements
- (d) Qualification And Designation Of CCO Positions
- (e) Training Requirements
- (f) Deployment Beddown
  - (1) Responsibilities
    - (i) HCA Designee
    - (ii) CCO
      - A. Commander's Initial Briefing
      - B. Priority contracting requirements
  - (2) Files/Documentation
- (g) Build-Up And Sustainment Activities
  - (1) Build-Up/Business Advisor Role
    - (i) Types Of Items And Services Required
    - (ii) Purchase Request Controls
    - (iii) Funding And Disbursing
    - (iv) Purchasing Methods
    - (v) Customer Roles
  - (2) Sustainment Contracting
    - (i) Types Of Items And Services Required
    - (ii) Requirements Consolidation
    - (iii) Long Term Contracts
    - (iv) Inter-Service Agreements
    - (v) Establishing Local Purchase Procedures and customer education program
- (h) Termination and Redeployment

APPENDIX CC—CONTINGENCY OPERATIONAL CONTRACTING SUPPORT PROGRAM (COCSP)

- (1) Contract Closeout/processing claims
- (2) Contract Reporting And File Documentation
- (3) Disposition of purchased assets/site and environmental restoration issues
- (4) After-Action Reports And Lessons Learned

**III: TRAINING FOR LOCAL EMERGENCIES**

- (a) Planning Responsibilities
  - (1) Reviewing Local Emergency Plans
  - (2) Local Conditions And Unique Emergency Situations
  - (3) Kit Contents
- (b) Contracting Operations
  - (1) Business Advisor Role
  - (2) Communications And Transportation
  - (3) Record Keeping/Reporting
  - (4) Manual Purchase Request Procedures And Controls
  - (5) Relocation To Other Sites
  - (6) Contracting Procedures under Emergencies